UNIVERSITY OF LEEDS
Facilities Directorate Health and Safety Committee

Minutes of the meeting held on 17th February 2014

Present:  Dennis Hopper (Chair), Jo Firth, Nick Creighton, Lee Dewhurst, Steve Gilley, Josie Ormston, Ian Robertson, Stewart Ross, Neil Lowley

Apologies:  Stuart Eyles, Mike Howroyd and Neil Maughan

In Attendance:  Alistair Cunliffe

Minutes of the previous meeting
13/34 RECEIVED: the minutes of the meeting held on 21st October 2013 (AGENDUM1)

Matters arising from the minutes and actions
13/35 Further discussions in regards integrated management software had occurred at FDSMT, with a review of the potential systems currently taking place.

Accident statistics report
13/36 RECEIVED: the FD accident statistics Report (FDHS/13/07)
13/37 There had been 38 incidents reported in the quarter; the most prevalent accident type was slips, trips and falls which accounted for 26% of injuries.
13/38 3 RIDDOR’s had been reported to the HSE during the quarter, not including those submitted by contractors. The 3 incidents were:
   - A porter was hit on the ankle by a wheelchair
   - A member of catering was pushing a trolley and slipped banging his head
   - A driver of the catering team was moving a cage onto a vehicle and injured his back.

Fire wardens inspections report
13/39 RECEIVED: a report on fire inspections (FDHS/13/08)
13/40 An area of concern had been identified in Estates due to fire warden resignations. The Central Boiler House was a particular problem with a lack of training identified in regards hot works. Items identified as Red within the new style report required immediate action
13/41 Work to repair the emergency lighting externally over the fire exits from Hall 1 towards the outside pitch had still not been completed.

FD Annual Inspections Overview
13/42 RECEIVED: the proposed new FD Annual Inspections Overview Report (FDHS/13/09)
13/43 The overview presented a more standardised format across all services. SR confirmed that he had met the Heads of Service and had reviewed all outstanding actions item by item. The group agreed that the format of the report was a vast improvement on the previous versions. JF confirmed that the team was working towards ensuring that all areas were Green for the next update.

H&S Team – flexibility In relation to risk
13/44 RECEIVED: FD H&S Team – Structure and Roles (FDHS/13/10)
13/45 JF confirmed that as from March the FD H&S teams would be more flexible in their approach to the scope of work for officers. Although currently assigned to specific areas, this would be relaxed to a ‘lead’ role only, allowing them to respond to H&S
requirements across the FD. JF and SG had met with DH to discuss the ideas and the proposals had been endorsed.

**FD Health and Safety Objectives and Targets**

13/46 **RECEIVED:** FD H&S Objectives and Targets paper (FDHS/13/11)

13/47 The paper listed the FD H&S general and project objectives for 2013/14 which would be reviewed on a quarterly basis. The paper confirmed the following objectives:

- Maintain compliance across the FD
- Improvement of health and safety behaviours within the FD
- Implementation of an effective monitoring programme
- Develop staff through the delivery of effective H&S training

13/48 JF confirmed to SG that the objectives were linked to the HASMAP objectives. The paper also showed the current ongoing projects which fitted into the objectives and used a Green/Yellow indicator to monitor progress. It was confirmed that the SOTER system use across the FD was currently on hold waiting for procurement to agree a SLA with Vidar media.

13/49 SG noted that the University Project Management Guidance used specific colour coding, i.e. Red, Green, Amber and for consistency this should ideally be used within this report. JF would address the colour coding issue for the next report after reviewing the Management Guidance document.

**18001 Roll Out Plan and IT requirements**

13/50 **RECEIVED:** a spreadsheet working document of progress (FDHS/13/12)

13/51 JF confirmed that the document presented to the group was a working document and emphasised the amount of work required before the interim review, which would take place in June. Various projects were ongoing with the scope to be agreed, i.e. leaving out farms and private accommodation. SG requested that JF add colours or a drop line to indicate if there was slippage with progress.

**Facilities Directorate Interim Review – Statutory Compliance**

13/52 **RECEIVED:** a report on Statutory Compliance (FDHS/13/13)

13/53 JF noted that poor IT Management was a major issue with numerous databases, spreadsheets and systems being used to manage services. This included gas safety which may be brought within Estate Services. NM agreed that local systems were a real issue, with documents not being saved on the correct drives.

13/54 It was noted that Estate Services had responsibility for the majority of auto doors, barriers and shutters however Faculties were responsible for systems within their own buildings, and a concern over grey areas with no responsibility being taken.

**FD Health and Safety Training Update**

13/55 Further discussions were due to take place with ISS in terms of a SAP training system. JF confirmed that the training matrix was being reviewed and it was essential that a system was in place to record whether training was ok, not completed, or out of date. JF confirmed that currently managers often did not know if staff training was out of date and managers needed to take responsibility for this issue.

**Update from Trade Union representatives**

13/56 NC noted a concern that had been raised in regards ambulances being called, and then not being directed to the right building. The ambulances should report to the main gate and then be directed. It was believed that there had been a recent incident with a responder getting lost on campus. IR confirmed that Security tracked callout and response time and should note any issues. IR would check with Security if they were aware of this incident.
NM confirmed that a final report had been received from the independent investigations in regards H&S duties in relation to salaries. Unions were due to meet over the next few weeks to discuss the information.

**Contractor Management Report**

RECEIVED: the Contractor Management Report (FDHS/13/05)

SG noted that of the 5 reactive visits recorded during the reporting period, 4 were related to Miller construction with the 3 of the incidents on the Garstang building refurbishment. Millers were circa 15 weeks behind programme on this scheme and the contractor’s project manager had now been changed in response to criticism. NM confirmed that FBS staff within the area had been praised for working hard to resolve issues with the contractor.

In regards H&S Ratings, 716 interactions had taken place during the period with observations at or above satisfactory level being 98%. 11 visits were deemed to be failing to meet the expected standard with concerns raised informally at an operative level, and then formally to site management or senior management. It was noted that both Shepherds and GB had received Excellent Ratings on major projects.

**Feedback from FD Health and Safety Management Groups**

SR noted how pleased he was with the progress of the Sports team response to incidents and how scenario planning had been extremely helpful with critical incident planning. It was hoped that this could also be carried over into the Catering area.

It was noted that planning was underway in regards the forthcoming Leeds Cycle Event with good communications taking place with the local authority and police. A communications plan was also being developed.

SG noted that a very busy period of construction was due to impact campus with major schemes on site and further schemes such as a large Worsley redevelopment being designed. Lessons therefore needed to be learned from problems with Miller construction in regards H&S.

**University of Leeds H&S Committee Agenda – for information**

RECEIVED: a copy of the Agenda from the meeting held on the 3rd February 2014.

It was noted that a summary report on ‘Exploring the health of staff at the University of Leeds’ had been discussed at the meeting. NM noted that the report only looked at Academic staff, and also queried the results reported as often staff worked from home rather than being sick.

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<tr>
<th>Minute</th>
<th>ACTION</th>
<th>OWNER</th>
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<tr>
<td>13/49</td>
<td>JF would amend the FD H&amp;S Objectives and Targets paper to incorporate specific colour coding as per the University Project Management Guidance.</td>
<td>JF</td>
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<td>13/51</td>
<td>JF would add colours and a drop line to indicate progress on the 18001 Roll out paper.</td>
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<td>13/52</td>
<td>IR would check with Security in regards an incident when an ambulance responder was unable to locate the right location on campus.</td>
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